

# Retention and Classification Report

**Agency:** Beaver County (Utah). County Recorder (1422)

Beaver County Office Building  
105 East Center, P.O. Box 431  
Beaver, UT 84713  
435-438-6480

**Records Officer** Cindy Peterson

83775 Abstracts records  
82983 Official records

**AGENCY:** Beaver County (Utah). County Recorder

**SERIES:** 83775

3

**TITLE:** Abstracts records

**DATES:** i 1867-1953

**ARRANGEMENT:** Alphanumerical by section, township, and range, thereunder chronological by recording date.

**DESCRIPTION:**

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was record, entry number of instrument, and legal description.

**RETENTION:**

Retain permanent.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Beaver County (Utah). County Recorder

**SERIES:** 83775

**TITLE:** Abstracts records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Beaver County (Utah). County Recorder

**SERIES:** 82983

4

**TITLE:** Official records

**DATES:** i 1926-

**ARRANGEMENT:** Numerical by book number, thereunder chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office permanently.

**AGENCY:** Beaver County (Utah). County Recorder

**SERIES:** 82983

**TITLE:** Official records

(continued)

**APPRAISAL:**

Administrative Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

**PRIMARY CLASSIFICATION:**

Public